

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

EDUCATION PROGRAM CONSULTANT

DEFINITION

Provides professional educational consultative services and represents the Department of Education in contacts with public and nonpublic educational institutions and their staffs, education related organizations and associations, governmental agencies, and the general public; performs related work as assigned.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Advises schools and school districts professional staff through in-service and staff development meetings, workshops, or individual consultation on the evaluation of curriculum structure or design, instructional methods, use of community resources, accounting systems and practices and educational innovations so as to provide improvement and consistency in PK-12 and two-year post-secondary education programs throughout the state.

Coordinates, interprets and confers with school district professional staff and administrators and college and university staff and administrators regarding the compliance of educational programs with provisions of the Code of Iowa, Department of Education administrative rules, and federal guidelines and regulations.

Serves on task forces and attends professional conferences and meetings addressing specific problems and issues related to elementary-secondary education, higher education, correctional institutions and provider agencies such as group living facilities.

Prepares reports and compile records, statistics and other educational data as needed or requested.

Evaluates the education and experience of individuals applying for teaching certificates, endorsements, approvals, statements of professional recognition and temporary teaching certification.

COMPETENCIES REQUIRED

Knowledge of the Iowa Code and administrative rules pertaining to education.

Knowledge of the principles of education.

Knowledge of current teaching methods and techniques.

Knowledge of the structure and function of education agencies and resources.

Knowledge of Department of Education policies, procedures and regulations.

Knowledge of professional teacher standards and educational requirements.

Knowledge of the principles and methods of administration and management including such areas as budgeting, organization, planning, coordination, personnel, and evaluation.

Ability to apply and interpret laws, rules, regulations and policies/procedures as they relate to the Department of Education and the educational programs of the state.

Ability to write technical reports clearly and concisely.

Ability to establish working relationships with professionals in the education field.

Ability to recognize training needs in program areas and to establish staff development programs.

Ability to analyze and evaluate program data and services for special groups of people.

Ability to use public relations techniques such as public speaking, radio and TV announcements and newspaper articles.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

A Master's Degree and five years of successful teaching and/or administrative experience in PK-12 and/or a post secondary educational institution and possession of a valid Iowa Teaching Certificate;

OR

seven years of full time post graduate experience in any one or a combination of the following areas:

1. Professional training, teaching or counseling experience in an educational setting;
2. Professional administrative experience in an educational setting;
3. Professional personnel administration including such areas as job analysis, performance appraisal system, selection devices or labor relations;

OR

professional experience in a major technical program area utilized by the Department of Education;

OR

an equivalent of the required experience or a combination of the required education and experience to total seven years; on the basis that one year of experience equals thirty semester hours of education.

NECESSARY SPECIAL REQUIREMENTS

For specific positions, the appointing authority may require certain endorsements and approvals as may be established by the Iowa Board of Educational Examiners (BOEE). For more information on endorsements, go to the BOEE website at: <http://www.state.ia.us/boee/endnos.html>. For class endorsement and approval numbers for licenses issued before October of 1988, go to the BOEE website at: <http://www.state.ia.us/boee/endnosold.html>

Applicants wishing to be considered for such designated positions must list applicable coursework, experience, certificate, license, or endorsement on the application.

NOTE

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Education.

Effective Date: 06/10 DDF